NASDCTEc Regional and Associate Member Board Representative Nomination and Election Process

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Annually, approximately ¼ of the regional Board representatives Board terms expire.

1. In early February, send an e-mail to all state directors in the region informing them:
    a. That the term of the current regional representative is expiring on June 30
    b. Request nominations of state directors in the region to serve on the ballot to be that region's board representative
    c. Indicate the Board member's expectations (e.g. attending meetings, participate on conference calls, poll the region, serve for three-year term, cover own travel costs, etc.)
2. Compile nominations received into a ballot
3. In approximately mid-March distribute ballot electronically to all state directors in the region
4. Announce election results at the Spring business meeting.

Note: Only members can vote and be elected as a Board member. Any state that has not paid dues will be left out of the election process.

Follow up: If a new Board member is elected, a congratulatory note should be sent by the Executive Director sharing the most recent Board book, the Board policy manual and to identify a time to schedule a briefing call with the new member for sometime in June.

A note of appreciation should also be sent to all outgoing Board members.

NASDCTEc Officer Nomination and Election Process

The Past President serves as the Chair of the Nominations Committee. The Nominations Committee is comprised of all active past presidents.

1. Staff to make outreach to Past President to establish timeline for election process.
2. A call for nominations shall go out the state director listserv (generally done in late February). This communication will include the nominations form and criteria.
3. Nominations received will go directly to the Past President.
4. The Past President will contact all candidates to confirm interest and ability to serve (generally in March).
5. Upon confirmation of candidates, the Nominations Committee will convene via conference call to develop the slate of candidates. Generally there are two candidates for the position of Secretary/Treasurer. The Committee can add candidates to the slate.
6. The Past President will communicate with NASDCTEc to share the slate of candidates.

7. NASDCTEc will create a ballot for distribution at the spring Business Meeting.
8. NASDCTEc will send out the proxy form for voting at least one month prior to the spring business meeting.
9. NASDCTEc will contact Secretary/Treasurer candidates to schedule their presentation/campaign speech at the Business meeting.
10. The Past President will share the slate of candidates with the NASDCTEc Board and will oversee the election at the Business meeting.
11. Each Secretary/Treasurer candidate will have 2 -3 minutes for remarks at the Business meeting.
12. Ballots will be distributed to all voting members.
13. The Past President will count the ballots. At least one witness will be present during the counting of the ballots.
14. The Past President will announce the results of the election at the end of the Spring Business meeting.

Follow up: If the Officer is completely new to the Board, the Executive Director will share the most recent Board books (NASDCTEc and NCTEF), the Board policy manual and to identify a time to schedule a briefing call with the new Officer for sometime in June. In addition, a call should be scheduled with the Executive Director and Finance Associate to review the Secretary/Treasurer fiscal responsibilities for both NASDCTEc and NCTEF.

Note: Since NCTEF and NASDCTEc share all officers, nothing additional is needed for the NCTEF officers. Also, in July, a gavel should be ordered for the incoming President.

NCTEF Public Board Member Nomination and Election Process

The Past President serves as the Chair of the Nominations Committee. Two additional NCTEF Board members will be appointed to serve as the Nominations Committee.

1. The Past President will send out a call for nominations to all members, including the nominations criteria and form.
2. A call for nominations shall go out the entire NASDCTEc membership (generally done in late February). This communication will include the nominations form and criteria.
3. Nominations received will go directly to the Past President.
4. The Past President will contact all candidates to confirm interest and ability to serve (generally in March).
5. Upon confirmation of candidates, the Nominations Committee will convene via conference call to develop the slate of candidates. Generally there are two candidates for the position.
6. NCTEF will create a ballot for distribution at the NCTEF spring Board Meeting.
7. The NCTEF will vote at its spring Board meeting.

Follow up: If a new Board member is elected, a congratulatory note should be sent by the Executive Director sharing the most recent Board book, the Board policy manual and to identify a time to schedule a briefing call with the new member for sometime in June.

A note of appreciation should also be sent to all outgoing Board members.